



## Volunteer Opportunities

### One-Time Volunteer Opportunities

Midsummer Conference (MSC) Volunteers: \_\_\_\_\_ 10 (full-day) volunteers \_\_\_\_\_ July 19, 2012

At Oregon State University in Corvallis, OR

The ASE Midsummer Conference is a career exploration conference for the 120-130 ASE interns each July. During the day, ASE hosts 30-40 workshops and seminars for the students along with social activities. The volunteers in this position will assist ASE staff with general volunteering positions at the MSC on July 19<sup>th</sup> at Oregon State University. Specific activities include signing in students, coordinating workshop presenters, serving food, and assisting with other conference logistics. We prefer full-day or half-day commitments.

Midsummer Conference (MSC) Presenters: \_\_\_\_\_ 20-40 volunteers (2-4 hrs.) \_\_\_\_\_ July 19, 2012

At Oregon State University in Corvallis, OR

The ASE Midsummer Conference is a career exploration conference for the 120-130 ASE interns each July. During the day, ASE hosts 30-40 workshops and seminars for the students along with social activities. The volunteers in this position will need to have a professional background in science or engineering and an interest in working with students. Presenters will be responsible for designing and conducting a 1.5 hour workshop for 10-25 students that will either engage the students in a hands-on scientific or engineering activity or introduce the ASE interns to the presenter's career in the science or engineering fields. Workshops can be team taught. Presenters will need to provide the supplies for the activities in their workshop. A given workshop can be held once or twice during the day (two separate sessions). All workshops must be submitted to and approved by ASE staff.

Symposium Conference Volunteers: \_\_\_\_\_ 10 (full-day) volunteers \_\_\_\_\_ August 17, 2012

At University of Portland in Portland, OR

The Symposium Conference is the culmination of the ASE internship. Students, mentors, and community members are invited to help celebrate and learn about the amazing projects the students accomplished over the summer. The volunteers at Symposium will be assigned general volunteering duties including signing in students, coordinating session presiders, helping students with their presentation set-up and assisting with other conference logistics. We prefer full-day or half-day commitments.

Symposium Conference Presiders: \_\_\_\_\_ 25+ volunteers (1.5-3 hrs.) \_\_\_\_\_ August 17, 2012

At University of Portland in Portland, OR

The Symposium Conference is the culmination of the ASE internship. Students, mentors, and community members are invited to help celebrate and learn about the amazing projects the students accomplished over the summer. As part of this, students make 15-minute oral presentations to a small audience (typically less than 30 people). The volunteers in this position need a scientific or engineering background. Presiders oversee four student's oral presentations per hour session. They formally introduce the student speakers and their presentation title and facilitate questions from the audience at the end of the presentations. Presiders can volunteer for one, two or three hour-long sessions.



# Volunteer Opportunities

## Seasonal Volunteer Opportunities

ASE Application Processing: 1-2 volunteers January – April

Minimum 6 hour time commitment either during one day or spread throughout the months above.

Volunteers in this position will help ASE staff organize and track ASE applicant information.

ASE Essay Writing and Interview Skills Workshop: 1 volunteer January - March

Minimum 6 hour time commitment either during one day or spread throughout the months above.

Volunteers in this position will help ASE staff send out reminders and track ASE workshop attendees.

Student Outreach and Assistance: 2 volunteers February - March

Minimum 6 hour time commitment either during one day or spread throughout the months above.

These volunteers will make calls to encourage attendance at workshops in the winter and encourage them to finish the application. They will assist the students with the application process as needed.

Midsummer Conference Committee: 3-5 volunteers February - July

Average 2 hours per week time commitment throughout the months above.

The ASE Midsummer Conference is a career exploration conference for the 120-130 ASE interns each July. During the day, ASE hosts 30-40 workshops and seminars for the students along with social activities. The Midsummer Conference Committee would help ASE staff find workshop presenters and assist with other logistics related to preparing for this conference. The MSC will take place at Oregon State University on July 19<sup>th</sup>, 2012.

ASE Notifications: 1 volunteer May

Minimum 6 hour time commitment in the month above.

These volunteers will help ASE staff notify students of internships and process their paperwork for the internship.

Student Outreach and Assistance: 4 volunteers June - September

Minimum 6 hour time commitment either during one day or spread throughout the months above.

These volunteers will help students with preparation for internships in the spring. They will also conduct extra check-ins with them during the internships, and follow up with them after the internship.

Symposium Assistant: 1 volunteer July - August

Minimum 6 hour time commitment either during one day or spread throughout the months above.

The Symposium Conference is the culmination of the ASE internship. Students, mentors, and community members are invited to help celebrate and learn about the amazing projects the students accomplished over the summer. Volunteers in this position will help ASE recruit presiders for student presentation sessions and invite guests to the Symposium. They will also assist ASE staff with all of the details of the Symposium Conference.

Student Recruitment: 1 volunteer August - September

Minimum 6 hour time commitment either during one day or spread throughout the months above.

Volunteers in this position will assist ASE staff in obtaining all the up-to-date contact information of high school principals, career counselors and STEM teachers in the state of Oregon and SW Washington in preparation for 2013 student recruitment. They will also assist ASE staff in contacting all STEM or other partner organizations in the state of Oregon and SW Washington who may be interested in partnering with ASE.

Student Outreach and Assistance: 2 volunteers October - November

Minimum 6 hour time commitment either during one day or spread throughout the months above.

Volunteers in this position will provide additional support to students in target groups. These volunteers will help students with application process in the fall by contacting students that are part of partner organizations or high schools.



## Volunteer Opportunities

### Ongoing Volunteer Opportunities

The hours and schedule are negotiable. Please contact ASE staff for more information.

#### Mentor Recruitment Research:

1-2 volunteers

Volunteers in this position will investigate potential mentor companies and contacts and include them in staff contact lists. The volunteers will investigate the mentor's organizational fiscal deadlines when applicable and make contacts when budgets are being developed. The volunteers will assist staff in contacting potential mentors in the fall and winter to recruit for the following summer.

#### Data Entry and Analysis:

1 volunteer

The volunteer for this position will assist ASE in collating all archive data about past ASE positions, mentors and students from a variety of print and electronic sources. The volunteer will then enter data into the organization's current database for use in mentor recruitment and student tracking. The volunteer will also scan scheduled archive papers. In the spring, the person will also help us tabulate summary statistics for this year's students and help work on the alumni survey by potentially calling outgoing seniors for information.

#### STEM Partner Research:

1 volunteer

The volunteer in this position will help ASE staff keep track of all the STEM organizations in Oregon, and put them either in the database or in an excel spreadsheet for student recruitment. The volunteer will update key contacts, contact new organizations as necessary and post other STEM contests, scholarships or internships on the ASE website.

#### Student Outreach and Assistance:

2 volunteers

Volunteers in this position will provide additional support to students in target groups. The volunteer will help students with application process in the fall, make calls to encourage attendance at workshops in the winter, help students with preparation for internships in the spring. They will also conduct extra check-ins with them during the internships, and follow up with them after the internship.

#### General Office Activities:

1 volunteer

We are always in need of extra help around the office with filing, organizing and attending to all of the details of the ASE program.



# Group Volunteer Form

Founded in 1983, Saturday Academy is a local non-profit organization whose mission is to **inspire young people to explore their world through hands-on learning with community experts and professionals.** The ASE Program matches high school freshmen, sophomores, and juniors with scientists and engineers for an 8-week summer internship in a professional scientific environment.

Planning and implementing the ASE program takes year-round effort from dedicated staff and volunteers. We can always use a helping hand, and if you would like to help, please fill out this form and we will contact you when volunteering opportunities arise.

Thank you!

Name of Group Organizer: (Please Print or Type)		Date Today:
Address:		
City,State,Zip:		
E-mail:	Home Phone: ( )	
Cell Phone: ( )	If Student, Grade and Age:	
How did you hear about us?	# of people in group:	
<b>My group is interested in. . .</b>		
<input type="checkbox"/> Midsummer Conference (MSC) Volunteers	<input type="checkbox"/> Symposium Conference Volunteers	
<input type="checkbox"/> Midsummer Conference (MSC) Presenters	<input type="checkbox"/> Symposium Conference Presiders	
<input type="checkbox"/> Other:		

Please have your group members complete the following information no later than 2 weeks prior to your volunteering time.

1. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: ( )
If Student, Grade and Age:	Cell Phone: ( )
2. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: ( )
If Student, Grade and Age:	Cell Phone: ( )



3. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )
4. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )
5. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )
6. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )
7. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )
8. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )
9. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )
10. Name: (Please Print or Type)	
E-mail:	
Emergency Contact Name, Relationship:	Emergency Contact Phone: (    )
If Student, Grade and Age:	Cell Phone: (    )



## Individual Volunteer Form

Founded in 1983, Saturday Academy is a local non-profit organization whose mission is to **inspire young people to explore their world through hands-on learning with community experts and professionals.** The ASE Program matches high school freshmen, sophomores, and juniors with scientists and engineers for an 8-week summer internship in a professional scientific environment.

Planning and implementing the ASE program takes year-round effort from dedicated staff and volunteers. We can always use a helping hand, and if you would like to help, please fill out this form and we will contact you when volunteering opportunities arise.

Thank you!

Name: (Please Print or Type)		Date Today:
Address:		
City,State,Zip:		
E-mail:	Home Phone: (    )	
Cell Phone: (    )	If Student, Grade and Age:	
Emergency Contact Name, Relationship:		
Emergency Contact Phone: (    )		
How did you hear about us?		
<b>I am interested in. . .</b>		
<input type="checkbox"/> Administrative Work	<input type="checkbox"/> During Event Set-Up and Help	
<input type="checkbox"/> Event planning	<input type="checkbox"/> Student Assistance and other Phone Calls	
<input type="checkbox"/> Other:		
<b>I would rather participate. . .</b>		
<input type="checkbox"/> In episodic one-time volunteering positions	<input type="checkbox"/> In on-going volunteering positions	
Dates/Times you would like to volunteer:		